

Diversity and Equal Opportunity Board Meeting Minutes

Date: Tuesday, January 23, 2007

Time: 8:00 am- 10:00 am

Location: Jack Boyd Committee Room

Board Members/Alternates Present: Steve Zornetzer, Jack Boyd, Adriana Cardenas, Bonnie Dalton, Lewis Braxton, Ron Liang, Eric Kristich, Eugene Tu, Sally Mauldin, David King, Joan McCullough, Laura Doty, Dana Bolles, Kevin Jones, Mike Liu, David Morse, Cheryl Quinn

Others Present: Gregory Bennett, Tony Calvo, Vivian Torres, Gail James, Darlene Gross, Leticha Hawkins, Pepsi Phounrath, Deborah Strine, Barbara Miller, Lloyd Burroughs, Monica Garcia, Chuck Duff, Paul Pinaula

Welcome/Approval of Minutes-Steve Zornetzer

Zornetzer began the meeting at approximately 8:03 am. Zornetzer opened the meeting by commenting on the Martin Luther King event. It was noted by many DEOB members that this event was the best ever held at the Center. Zornetzer called for the approval of the minutes from the November 28, 2006 meeting. Cardenas noted one modification to the minutes that did not impact content.

Lew Braxton provided clarification to the minutes concerning the survey reported at the last DEOB. Cardenas reported that her office was receiving calls just prior to the DEOB meeting asking for clarification on action items for DEOB assignments. Cardenas asks all attendees to retain copies of the DEOB minutes and reference the action items. Mauldin suggested that there be an action item recap at the end of the DEOB meeting to review the items and assignments.

Certificates of Recognition – Eric Kristich

Kristich awarded certificates to Vivian Torres and Tony Calvo of the Motor Pool recognizing their contributions to Diversity through their efforts to provide a wheelchair accessible van and vehicle ramps to enable more staff to utilize the motor pool service.

Two action items were generated from this topic:

Action Item 1: Eric Kristich and Dana Bolles will draft an article about the award recognition from the DEOB to the employees for submission to the Astrogram.

Action Item 2: Joan McCullough proposed that the ODEO add employee recognition as a regular agenda item to the DEOB meeting.

Presentation of National Statistics, Report on DEOB Astrogram Article – Adriana Cardenas

Cardenas presented the national statistics on the Census Graph, this graph is available on the ODEO website. Braxton commented that as a Federal entity, we should look at the National data as a goal as to what we should strive for. Zornetzer was curious how we compared with other Federal labs in the bay area.

Action Item 3: ODEO will gather demographic statistical data on Federal labs in the bay area for comparison to Ames.

Cardenas reported that an article on the DEOB has been submitted to the Astrogram for publication.

Progress Report on Barriers to SES Positions – Laura Doty

Doty reported that focus groups were conducted by Linda Jensen, the next step is to conduct a pilot workshop. This workshop is scheduled for February 28, 2007 from 9:30 to 11:30 in Building 3.

Thomasa Nguyen will provide an overview of SES requirements, regulations, rules, limits, and the mobility clause. Doty reported that the mobility clause does not appear to be documented anywhere. A panel will be assembled consisting of Laura Doty, Tom Edwards, and Eugene Tu. Steve Zornetzer or

Chris Christensen will be asked to provide introductory remarks.

The target audience for the workshop is the SES pool with future participation from GS-14 and GS-15 candidates. Bonnie Dalton suggested that someone from the SES developmental program participate in the workshop as well. Braxton commented that the Center is contemplating establishment of additional SES positions, examples given were the CIO position, Acquisition, 2 positions for Code R and other positions. These SES positions are pending HQ approval, currently there are no SES slots approved for ARC.

Report on Senior Executive Association (SEA) Statistics for SES– Sally Mauldin

Mauldin reported that she checked with SEA to see what demographic data existed for SES. The Membership Liaison from SEA said they do not keep that type of data and suggested examination of the Fed Scope database. The membership liaison also provided a contact – the Deputy Chief EEO and Diversity from the Office of the Department of National Intelligence (ODNI) who wrote a PhD Thesis on barriers to SES.

Action Item 4 – Sally Mauldin will continue to gather data on National SES stats from the Federal Executive Institute (FEI) and other sources.

Diversity Training to the EC – Lewis Braxton

Braxton reported on the first Diversity training session to the EC, the main point of discussion centered on the mandatory vs. non-mandatory items in the EPCS. Eugene Tu offered his assistance in helping to define the content of the next training session if needed.

Action Item 5 – Lewis Braxton will establish a date for the next Diversity Training Session to the EC.

Report on Development of the SES Interview Process Guide, New Recruitment Policy, and MD-715 Trend Analysis – Joan McCullough

McCullough reported that a Chart has been developed for the SES interview process, this covers competency based interviewing. This effort has been moved to the back burner, the current emphasis is on filling the non-SES positions at the center. McCullough reported on the Ames Recruitment Policy, this has been signed by Steve Zornetzer, the policy was distributed to the DEOB.

McCullough provided a report on the MD-715 subcommittee for trend analysis. This committee was formed to address the non-conformance to MD-715 question #72 for trend analysis. The committee consists of Joan McCullough, Adriana Cardenas, Kay Hutchinson, Paul Davis, Eric Kristich, and Eugene Tu. The subcommittee is recommending that on an annual basis, during October, a DEOB subcommittee should be identified to perform the trend analysis. The approach is to identify the top three issues for analysis.

For this first year the existing subcommittee is proposing to meet with three of the advisory groups that are the most underrepresented (these are the Hispanic Advisory Committee for Employees, Women's Advisory Committee, and Employees with Disabilities Advisory Group) and identify the top issues affecting these groups as far as management practices, policies and procedures. The DEOB endorsed this approach, the subcommittee will proceed accordingly.

Update on the Diversity Initiative – Darlene Gross

Gross provided an update to the DEOB. An SOW has been drafted for the Diversity Assessment survey, the SOW has been sent to procurement. The procurement POC is Gail Woll. The Awareness Team's IT campaign continues along with efforts to plan the June Diversity Day event. An article has been submitted to the Astrogram to identify how the Diversity plan was developed and it's purpose.

The Action team lead will meet with Procurement to refine the Diversity plan schedule, a new schedule will be released at the next DEOB. Zornetzer asked what the anticipated schedule was for the Diversity Assessment, the target is the May timeframe this is dependent upon the procurement and subsequent SOW tasks. The Action Team will meet with Pepsi Phounrath to discuss development of a Diversity webpage. Zornetzer suggested coordinating with Julie Fletcher who is developing a new center web page, to consider putting a link to the Diversity site. Zornetzer commented that this Diversity Assessment is the most critical piece of the Diversity implementation.

Report on List of Agency Supported Universities and Associations – David Morse

Morse reported that the best way to provide the requested information was not a list but rather a tool that hiring managers (those seeking to award grants, etc) can use. Lists tend to be out of date as soon as they are released. The tool to use is called the NASA Procurement Data View (NPDV) website. Morse provided a handout to the DEOB detailing this site. Zornetzer commented that it is valid for ODEO to ask managers if they have Minority serving institutions in their recruitment plan. Doty commented on her experience with recruiting to fill the Constellation Data Systems openings. Several Minority serving institutions were contacted but with no results.

Zornetzer commented that it takes effort from the managers to begin establishing relationships with Universities and associations early in the outreach process, managers should not wait until a vacancy actually opens. The approach that seems to be most effective is to utilize contacts from the Universities and Colleges we have established through the various Engineering departments. The DEOB should have a “community day” event where representatives from Minority Serving Institutions could come to the center to establish working relationships with ARC and the hiring managers.

Action Item 6 – Code E to add acronyms for Minority Institutions to the one-page guide for the NPDV tool.

Braxton commented on the differences between recruitment for technical positions vs. administrative positions. One barrier for administrative positions is the Veterans Preference. Use of the CO-OP program is a good approach for administrative positions. Cardenas asked if the NPDV tool could be used to identify all Minority serving institutions that provide engineering degrees, Morse believes the tool could be used in such a manner but this needs to be verified. Morse reported that Brenda Collins can demonstrate the tool to the DEOB. Morse relayed that Brenda is the primary POC for questions about NASA education partnerships.

Action Item 7 – Brenda Collins to provide a demonstration of the NPDV tool at the next DEOB meeting.

Gross suggested that the community day event being proposed be tied into the Diversity Day event. Leticha Hawkins commented that various Universities and Colleges have active alumni groups in the bay area, establishing contact with alumni groups might be a good source as well.

Diversity Jeopardy Game Overview – Chuck Duff

Duff provided an overview of the activities to date to plan and develop the game. The approach utilizes a 2-part method. One-third of the effort is the game itself combined with two-thirds facilitated discussion of diversity. Target audience size is 20 to 30 people (Branch-sized). Morse commented that a light-hearted approach should be considered and that having the game somewhat competitive wouldn't hurt. Gail James commented that from her experience with the Diversity Dialog Groups, the facilitators should undergo thorough training. Duff agreed to seek assistance with facilitation from Gail and Linda Jensen.

The suggested approach is to pilot or beta this game in front of groups 15 or so in size, and make adjustments as needed prior to rolling this out to the Center population. David King commented that the game leader needs to be well versed with the Diversity material based upon his experience with

conducting Jeopardy-like sessions in Code Q. Duff will followup with David for additional input regarding his experiences in Code Q.

Action Item 8 – Chuck Duff to demo the Diversity Jeopardy game at the next DEOB.

New Business/Announcements

Braxton discussed his efforts to provide career growth opportunities in Code J by rotating managers. From the center perspective we should consider a rotation program involving all directorates using a detail assignment approach. Doty commented that this type of approach was proposed by Bryan O'Connor requiring a 3 to 6 month rotation through the Safety organization before a person could take on a managerial position. O'Connor's idea fell through at Ames; however this concept was adopted by JSC and KSC and appears to have been successful. Cheryl Quinn suggested that this concept be applied to the lower grades as well to get the staff used to the concept.

Action Item 9 – Lewis Braxton will lead the team consisting of Eugene Tu, Joan McCullough, Laura Doty, and Sally Mauldin, to flush out this idea.

Braxton commented that the educational opportunities should be open to the staff – these include FEI, LDP, and Fellowship programs. The staff should be made aware of these training opportunities. Kevin Jones reported that the video from the Martin Luther King (MLK) event will be available on the Ames web page. Kevin also announced the Black History Month event on February 28th from 1:00 to 2:00 in the Main Auditorium. It was suggested that the video from the MLK event be replayed as part of the Diversity Day activities.

Next DEOB Meeting Date/Adjournment- Steve Zornetzer

The next meeting will take place on **Tuesday, February 27th from 10am-12pm.** The meeting was adjourned at approximately 9:40am.

ACTIONS:

- 1) Eric Kristich and Dana Bolles will draft an article for submission to the Astrogram on the Motor Pool awards.
- 2) ODEO to add recognition as a regular agenda item to the DEOB meeting.
- 3) ODEO to gather statistical data from Federal labs in the bay area for comparison.
- 4) Sally Mauldin to continue data gathering from the Federal Executive Institute (FEI) and other sources.
- 5) Lewis Braxton will establish a date for the next Diversity Training Session to the EC.
- 6) Code E to add acronyms for Minority Institutions to the one-page guide for the NPDV tool.
- 7) Brenda Collins to provide a demonstration of the tool at the next DEOB meeting.
- 8) Chuck Duff to demo the Diversity Jeopardy game at the next DEOB.
- 9) Lewis Braxton will lead the team consisting of Eugene Tu, Joan McCullough, Laura Doty, and Sally Mauldin, to flesh out the rotational assignment idea.
- 10) Darlene Gross to present the monthly update to the DEOB on the Diversity Initiative